



August 4, 2010

To Mutual Aid Responders:

Attached you will find an Out of State Travel Expense Claim Reimbursement Log. For proper reimbursement of expenses, all fields on the form must be filled out by each individual with the date, order number, and request number.

**Please use the following guidelines when completing your reimbursement package:**

Your expenses are limited to lodging, fuel, POV mileage, and/or meals while en route to and from the incident. The incident you are assigned has committed to provide food and lodging. If under any circumstances the incident cannot provide food or lodging, you must notify your Cal EMA Agency Representative as soon as possible as well as properly documenting the information with the incident.

Expenses are not to exceed per person, per day.

**Per Diem (with receipt)**

Breakfast:	\$6.00	
Lunch:	\$10.00	
Dinner:	\$18.00	
Incidental:	<u>\$6.00</u>	
Total:	\$40.00	Lodging per day (excluding tax) with receipt: \$84.00

**NOTE:** Each individual will keep a running total of travel expenses by date and incident order and request number. If your order and request number(s) change, you will need to start a new travel log and F-42 (personnel time document). You will also need to indicate your order and request number(s) on each of your receipts and attach your receipts onto a blank piece of paper with the corresponding travel expense claim reimbursement log. Your F-42 will need to match the corresponding travel log as well. **Please make sure to provide us with legible originals of your receipts. Please retain copies for your file.**

You will have 30 days from the end of your assignment to complete the required reimbursement forms and submit to our office attention, reimbursement section. If you fail to submit the required forms in the time frame indicated, your payment may be delayed.

Thank you for your cooperation and continued support of the California Fire Service and Rescue Emergency Mutual Aid System.

If you have any questions, please feel free to contact the reimbursement section at (916) 845-8711.

Sincerely,

KIM ZAGARIS  
State Fire and Rescue Chief

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